

**NOAA CIO Council  
Meeting Minutes  
September 25, 2003**

**Attendees:**

Carl Staton, Chair  
Larry Tyminski  
Hugh Johnson  
Sarah Maloney  
Nancy Huang  
Barry West  
Sylvia Graff  
Greg Bass  
Charles MacFarland

Robert Kidwell  
Gary Falk  
John Villemarette  
Chris McNerney  
Rich Beeler  
Dan Farrow  
Cliff Schoenberger  
Becky Vasvary

**Decisions/Action Items:** *(Assigned to, Due date)*

Introductory Remarks - Carl discussed the E-Disaster and E-Grants E-Govt initiatives

- An MOU for E-Disaster must be finalized and signed.  
(Barry West , 9/30/2003)
- E-Grants payments need to be made with FY 2003 funds unless  
extenuating circumstances are documented to justify postponing the  
payment until early FY 2004 (LO CIOs, 9/30/2003)

Enterprise GIS - Dan Farrow and Tony Lavoie discussed the draft charter for the GIS  
Committee and the work of the committee to date.

- Charter was approved as amended during the discussion; the revised  
charter must be submitted (Dan Farrow, 9/30/2003)
- The Charter will be posted on the CIO web site (Bob Kidwell, upon  
receipt)

Corel/MS Word - Barry West and Nancy Huang discussed the decision to transition  
NWS and OAR from the use of WordPerfect to Word

- Prepare a draft policy on Office Automation software and a presentation  
on the business case for implementing the policy (Barry West and Nancy  
Huang, 11/30/2003)

MCI Mitigation - Gary Falk discussed the risks and the ramifications of a potential  
debarment of MCI from future Federal business.

- The OCIO/OPS will coordinate with the Network Advisory Committee  
and prepare a preliminary plan for the CFO Council and the NEP that  
addresses cost and schedule issues in a manner that will allow NOAA to  
budget for transition contingencies. (Gary Falk, 11/15/2003)

IT Operational Plan - Bob Kidwell described the purpose of the IT Operational Plan and the Department's expectations for it.

- The LO IT Operational Plans are submitted to OCIO/PPA1 (LO CIOs, 10/28/2003)

CIO Council Roles and Responsibilities (Executive Session)